

Date

ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EO/DDA	<i>[Signature]</i>	3 NOV 1982
2. A/DDA	<i>[Signature]</i>	5 NOV 1982
3. DDA	<i>[Signature]</i>	5 NOV 1982
4. EO/DDDA	<i>[Signature]</i>	15 NOV 1982
5. Registry		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

1-2/3: "They" are obviously taking this very seriously; suggest we discuss to see how we can do some things in these areas and avoid future "pressure" *[Signature]*
Del

Agree!

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
 Prescribed by GSA
 FPMR (41 CFR) 101-11.206

★ GPO : 1981 O - 341-529 (120)

EXECUTIVE SECRETARIAT
Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA		✓		
7	DDO				
8	DDS&T				
9	Chm/MIC				
10	GC				
11	IG				
12	Compt				
13	D/EEO				
14	D/Pers		✓		
15	D/OEA				
16	C/PAD/OEA				
17	SA/IA				
18	AO/DCI				
19	C/IPD/OIS				
20					
21					
22					

SUSPENSE

Date

Remarks:

Executive Secretary

11/3/82
Date

THE WHITE HOUSE
WASHINGTON

82-12857

CABINET AFFAIRS STAFFING MEMORANDUM

DD/A Registry

82-2273/3

DATE: 11/2/82

NUMBER: 077567CA

DUE BY:

SUBJECT: Cabinet Council on Management and Administration, November 3, 1982

Room 208 OEOB - 3:30 p.m.

A Registry

1-4

	ACTION	FYI		ACTION	FYI
ALL CABINET MEMBERS	<input type="checkbox"/>	<input type="checkbox"/>	Baker	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vice President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Deaver	<input type="checkbox"/>	<input type="checkbox"/>
State	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Clark	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Treasury	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Darman (For WH Staffing)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Defense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Harper	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attorney General	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jenkins	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interior	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wheeler	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Agriculture	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kudlow	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commerce	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Labor	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
HHS	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
HUD	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Energy	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Education	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Counsellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
OMB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
CIA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CCCT/Gunn	<input type="checkbox"/>	<input type="checkbox"/>
UN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CCEA/Porter	<input type="checkbox"/>	<input type="checkbox"/>
USTR	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CCFA/Boggs	<input type="checkbox"/>	<input type="checkbox"/>
CEA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CCHR/Carleson	<input type="checkbox"/>	<input type="checkbox"/>
CEQ	<input type="checkbox"/>	<input type="checkbox"/>	CCLP/Uhlmann	<input type="checkbox"/>	<input type="checkbox"/>
OSTP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CCMA/Bledsoe	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ACUS, Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CCNRE/Boggs	<input type="checkbox"/>	<input type="checkbox"/>
GSA, Carmen	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
OPM, Devine	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

REMARKS: The agenda for this meeting is: Mid-Term Planning and Executive Information.

RETURN TO:


☐ Craig L. Fuller
Assistant to the President
for Cabinet Affairs
456-2823

☒ Becky Norton Dunlop
Director, Office of
Cabinet Affairs
456-2800

DCI
EXEC
REG

THE WHITE HOUSE
WASHINGTON

MEMORANDUM FOR THE CABINET COUNCIL ON MANAGEMENT AND
ADMINISTRATION

FROM: RALPH C. BLEDSOE 
SUBJECT: Agenda and Paper for the November 3 Meeting
DATE: November 1, 1982

The agenda and paper for the Wednesday, November 3 meeting of the Cabinet Council on Management and Administration are attached. The meeting is scheduled for 3:30 p.m. in Room 208 of the Old Executive Office Building.

The major agenda item will be Mid-Term Planning. Attached is a paper containing instructions on the process, and an outline of overall goals, basic objectives, and issues and topics.

We will also briefly discuss the formation of a CCMA Working Group on Executive Information. The purpose of the group would be to design and develop a process for preparing and presenting management and administrative data to CCMA on a systematic basis.

Attachments

THE WHITE HOUSE
WASHINGTON

CABINET COUNCIL ON MANAGEMENT AND ADMINISTRATION

November 3, 1982

3:30 p.m.

Room 208, Old Executive Office Building

AGENDA

1. CCMA Mid-Term Planning/CM #285
2. Working Group on Executive Information

THE WHITE HOUSE
WASHINGTON

CABINET COUNCIL ON MANAGEMENT AND ADMINISTRATION

Mid-Term Planning Instructions

November 3, 1982

PURPOSE

The purpose of this planning session is to obtain ideas and views of CCMA members about the Administration's management and administrative goals, objectives and agenda for 1983 and 1984.

PROCESS

The process will include:

1. A brief review of proposed Presidential Goals,
2. A check of the proposed Objectives (questions or recommendations for major changes will be accepted),
3. A presentation on Presidential Priorities, and
4. Discussion of proposed issues and topics for the CCMA 1983-84 agenda.
 - a. This discussion will focus on (in order):
 - 1) Systematic Briefings and Reports to CCMA,
 - 2) General Management Issues,
 - 3) Financial Management Issues,
 - 4) Personnel Management Issues,
 - 5) Property and Procurement Issues, and
 - 6) Information and ADP Management Issues
 - b. For each of the above areas, you should provide your rankings of the specific issues in accordance with the "issue ranking process" outlined below. You should also be prepared to give your views on the highest priority issues, and provide suggestions for scoping issues and preparing policy options.
 - c. Feel free to add issues during the process.

CCMA Mid-Term Planning Instructions

The Executive Secretariat will use the results of this initial CCMA meeting on Mid-Term Planning as guidance in formulating recommendations on how the Council should proceed with each issue. These will be presented at the next CCMA meeting.

ISSUE RANKING PROCESS

1. Key factors are rated on a 1-10 scale, first, with respect to substance, and second with respect to politics.
 - a. Substantively urgent issue is an issue which from a pure substantive point of view - regardless of politics - must be solved ASAP or significant, irreversible harm will be done (or opportunity lost) afflicting most Americans. The immediate interruption of the flow of foreign oil to this country probably merits a 10.
 - b. Politically urgent issue is one which regardless of the merits must be solved ASAP or significant, irreversible harm will be done to the President's ability to maintain a governing coalition because of the disaffection of large numbers of people. Water-gate would have been a 10. Our problem with the Voting Rights Act may have been an 8.
2. Four Categories of Relative Importance are as follows:
 - a. Essential - At least one of the substantive or political ratings must be at least a 9. This issue would be urgent demanding the President's full attention and deserves whatever resources are required to solve the problem.
 - b. Very Important - At least one of the substantive or political ratings would have to be an 8. This issue deserves the President's attention and may deserve additional resources.
 - c. Important - At least one of the substantive or political ratings must be at least a 7, and combined ratings of the two should total at least 12. This issue deserves some Presidential attention but is of low enough priority that no more resources could be justified.
 - d. Non-Presidential - Issues with a combined rating of less than 12, where neither rating is over 7, probably do not deserve much Presidential attention. Cabinet level officials should endeavor to resolve the issue among themselves.

Page Denied

Next 8 Page(s) In Document Denied